# Tennis On Campus –Regional Tournament

## Tournament Request Form Email to: cwatson@texas.usta.com

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| College/University Information | |
| College/University club name |  |
| Contact name |  |
| Contact e-mail |  |
| Rec Supervisor / Coach name |  |
| Rec Supervisor / Coach email |  |
| College/University address  \*Required for USTA Texas funding request |  |
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| **Tournament Information** | |
| Tournament Site |  |
| Primary requested date |  |
| Secondary Requested date |  |
| Beginning and Ending Time |  |
| Tournament director name |  |
| Tournament director email |  |
| Tournament director phone |  |
| Tournament fee for club team |  |
| Tournament expenses  \*Ex.: court fees, tournament director, shirts, food |  |
| Estimated number of teams |  |
| Form of registration  Ex.: online system or email |  |
| **USTA Texas Rules & Requirements** | |
| Clubs will be responsible for running the tournament desk and collecting all scores. WTT score cards will be submitted along with a mandatory follow-up form to the Tennis On Campus Coordinator the Monday after the event.  If the event is held on another day other than Saturday, you will have two days to send follow-up form and WTT score cards. | |
| All checks must be made out to the bank account under the hosting college/university club team. Receipts are required for all payments. (you can use Excel document) | |
| Host club team will be responsible for any expenses for the tournament. | |
| USTA Texas tournament funding can go towards any tournament expenses. (ex. lunch, t-shirts, player gifts, court fees, tournament director fee, live DJ)  A minimum of 4 college/university club teams are required to receive tournament funding. Confirmation of their attendance is required through email. | |
| **Funding amount will depend on club team attendance and will not exceed $250 per tournament.** | |